AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Ratification of County Manager's Sign; Letter of S

Action Requested: County Manager Signature

Parties to the Agreement: Community Foundation of the Gunnison Valley

Term Begins: July 1, 2019 **Term Ends:** 4/30/2020 **Grant Contract #:**

Summary:

Nurturing Parenting Program grant application to Community Foundation of the Gunnison Valley to continue Spanish classes

Fiscal Impact:

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Ongoing funding request, is included in 2019 budget, no concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/15/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 5/15/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/15/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/16/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/21/2019

Revised April 2015

GUNNISON COUNTY MANAGER'S OFFICE
Phone: (970) 641-0248 Fax: (970) 641-3061
200 E. Virginia, Gunnison, CO 81230
Website: www.GunnisonCounty.org

May 15, 2019

To Whom It May Concern:

I am writing in support of the Gunnison County Health and Human Services (HHS) request for funding for Spanish Language Nurturing Parenting Program classes. Parenting support for Spanish speaking parents is an important prevention activity for our community. HHS is granted authority by the County to submit the attached proposal to the Community Foundation of the Gunnison Valley.

Thank you for considering this request,

Sincerely,

Matthew Birnie
County Manager
Gunnison County

Community Foundation of the Gunnison Valley

Created: 04/29/2019 • Last updated: 05/08/2019

Cover Sheet

General Information

IMPORTANT:

The word "Applicant" refers to the organization submitting the proposal for itself or one of its departments, or as a fiscal sponsor for a smaller group. The "Applicant" is responsible for any funds received, and an authorizing official from this organization must sign the proposal.

The word "Group" refers to the entity that is actually undertaking the program(s) described in this proposal. If a 501(c)(3) is applying for funds for its own program(s), the "Group" will also be the "Applicant", but a department or program applying through a public school, governmental or state agency, or a smaller nonprofit applying through a fiscal sponsor is the "Group".

Legal Name of the Applicant	Gunnison County
Applicant DBA (Doing Business As), if different than legal name	(No response)
Name of Group, if applicable	Nurturing Parenting Program
EIN (Federal Tax Identification Number)	Gunnison Hinsdale ECC
Year Founded	2007
Mailing Address of Group	220 North Spruce Street
City	Gunnison
State	Colorado
Zip Code	81230
Physical Address	220 North Spruce Street
City	Gunnison
State	Colorado
Zip Code	81230
Phone Number (XXX-XXX-XXXX)	970-641-7913
Fax Number (XXX-XXX-XXXX)	.
Website	www.gunnisoncounty.org

Applicant Organization's Contact Information

Organization's Primary Contact Person	Executive Director
Name	Matthew Birnie
Phone	970-641-0248
Email	mbirnie@gunnisoncounty.org

Group's Contact Person For This Application

Name	Margaret Wacker
Position or Title	Community Services Supervisor
Email	mwacker@gunnisoncounty.org
Phone	970-641-7913

Contact Person For this Application

Name	Deanna Berry
Position or Title	NPP Coordinator
Email	dberry@gunnisoncounty.org
Phone	970-275-1558

Grant Request Information - Once you choose *Project* or *Operating* and save, that choice will be locked because it triggers specific questions. (Don't worry...other cover sheet and narrative information will NOT lock until you submit the entire application).

PLEASE NOTE: UP TO 50% of a project's total cash cost is eligible for funding.

Name of Project	Spanish Nurturing Parenting Program
Amount Requested (positive number without commas, decimals or dollar signs)	2829
Total Project Budgeted Cost:	5658
% Requested (Amount Requested / Total Project Budgeted Cost = % Requested)	50
This award will primarily let us:	Provide direct service

Please give a brief synopsis of what the grant will be used for.

The Nurturing Parenting Program is an evidence-based program to prevent child abuse and neglect. This grant will be used to continue expansion of the program to Spanish speaking parents. The project will offer 11 Nurturing Parenting Program classes in Spanish, with food and childcare.

By signing below, we certify that the information contained in this application is true and correct to the best of our knowledge.

Please use your computer mouse to "draw" your signature electronically.

Signature of Group's Primary Contact Person

(**Nonprofit or Fiscal Sponsor:** Executive Director or Board President; etc.) (**Government Entities:** Program Director can sign).

Date	2019/04/29
Did you apply last year?	Yes
Please pick the grant category below that you believe is the best fit for this application. If you are applying for program or project support, this refers to your program or project.	Health and Human Services

Narrative

Organizational History

Include the reason for founding (original issue), how that may have changed over time and list what you consider your three most important achievements. (Max: 125 words)

Gunnison County's Department of Heath and Human Services began offering NPP sessions for Parents of infants, toddlers, and preschoolers (birth- 5 years) in 2007. In 2008, the sessions were offerd again and a session for parents of school aged children (5-11 years) was added. In 2016 we began offering the Nurturing Parenting Program Nurturing Skills curriculium for parents of children ages 0-11 which included up to three optional home visits/individual cosultation component. In April 2019 we added the Spanish NPP class, it is a 3 week session.

Mission Statement

The mission of the Gunnison County Department of Health and Human Services (DHHS) is to provide culturally-competent advocacy, prevention, protection, and suppert services to families of Gunnison and Hindsdale counties so they can prosper and thrive in a healthy supprtive community.

Issue

Whether a General Operating or a Project request, please describe the key issue(s) that your organization or program/project addresses. "Issue" refers to the problem that needs to be solved, or an unmet need. Use numbers, statistics and research to illustrate this issue and why it matters. (Max: 125 words) CLICK HERE to learn more about what we expect in this response.

The goal of NPP is to reduce child abuse and neglect. Though there was a decline in abuse, neglect, and maltreatment of children 18 and younger the Gunnison County since 2012, the rate remains at 9.4 per 1,000, higher than the state rate of 8.4 (Kids Count, 2018). Spanish speaking parents have given input that they would like parenting support and classes in Spanish rather than through interpreters. In April 2019 the first Spanish speaking session was offered as a pilot with overwhelming interest. We are hoping to continue this as a full 7 week session into the fall of 2019 and offer it again in spring of 2020 with 7 more weeks of classes.

Project Request:

Describe the project very specifically, and please be sure to answer each question. If a question is not applicable to your organization, please briefly explain why.

a. What is your overall project goal, and what does success look like to you? (Max: 75 words)	The goal is to reduce child neglect and abuse. NPP teaches parents a variety of nurturing parenting skills including age appropriate expectations, alternative to corporal punishment, postive,behavior management, empowering children, developing family rules, and compromise. Our goal is to contiune the Spanish sessions and complete the 7 week sessions.
b. Describe your project in terms of its activities and objectives. (Max: 150 words)	We started the Spanish sessions in April 2019 with well over 21 parents interested in the program. We would like to contine the program in the fall of 2019, so that these parents will recieve the full 7 week sessions. We would also like to offer a spring Spanish 7 week session. We have also had several Spanish speaking parents interesed in a one on one parenting session.
c. What's your project timeline? (Max: 30 words)	We will offer 4 classes in the fall of 2019 (to complete the 7 part series started in the spring of 2019) and 7 classes in the spring of 2020.
d. Who will be in charge of this project? (Max: 25 words)	Gunnison County Nurturing Parenting Program coordinator, the Spanish parent facilitor and the Multicultural Resource Services (MRS) coordinator.
e. What experts will you be using, if relevant? (Max: 25 words)	We have used the Nurturing Parenting Program trainings as our expert advisors.
f. Please provide any additional information you think the reviewers need to best understand what you plan to do and why it matters. (Max: 75 words)	The Nurturing Parent Program (NPP), developed by Dr. Stephen Bavolek in 1979, is an evidence-based, familiy-centered parenting program designed to stop the intergenerational cycle of abuse and neglect within families by building nurturing skills as alternative to abusive parenting and child-rearing attitudes. NPP was developed from a strong philosophical basis that supports the growth and development of parents and children as caring people who treat themselves, others, and the environment with respect and dignity.
g. What are your additional sources of funding for this project? i.e. individuals, government, additional grants, membership, etc. (Max: 75 words)	Temple Hoyne Buell Foundation and Gunnison County in-kind support
h. Of your project's total cash budget, what percent of the money that you need is currently in hand or committed? (Max: 25 words)	We have 50% of the project budget from the Temple Hoyne Buell Foundation grant.

Evaluation

Impact Data:

CFGV values *both* depth and breadth of impact. It's perfectly appropriate to estimate small numbers if "depth of impact" is your intent. Please estimate, for the grant period:

# of LOCAL people you expect to directly affect	50
TOTAL # of people you expect to directly affect	50

Evaluation

Refer to the issue, problem or unmet need you have described above. In this section, you will show how you intend to improve that situation, usually for a particular group of people. You'll use quantitative measures where possible. You'll also describe your methods, such as surveys, interviews, systematically collected comments or anecdotes, pre-post tests, journals, pre-post photos, etc.

CLICK HERE for a template that we urge you to complete before you begin to write to ensure that you are presenting everything we are looking for. By April 30, 2020, you'll report your findings to CFGV in your Grant Report.

1. Who is your primary local target group that your organization (for operating support requests) or project (for project requests) serves? (Max: 30 words)	Spanish-speaking Low English Proficiency parents of children age 0-11.
2. Describe the long-term difference or change you plan to make for the target group identified above, even if that's well in the future.. (Max: 50 words)	We hope to provide parents will nurturing skills, tools, and parenting techniques as an alternative to abusive and neglectful child-rearing practices.
3. How will this target group be affected/changed by the *end of the grant period*? Be specific by including numbers, percentages, etc. (Max: 75 words)	We expect participating parents will demonstrate growth in the following areas: Expectations of Children, Parental Empathy towards Children's Needs, Use of Corporal Punishment, Parent-Child Family Role, Children's Power and Independence.
4. What will you do to find out if this change has occurred (your methods)? (Max: 50 words)	We use the Adult Adolescent Parenting Inventory - verson 2 (AAPI-2.1) pre and post. We give this the first night of class and the last night of class and compare results.
5. If you have more than one target population, please explain. (Max: 50 words)	NA
6. PROJECT GRANT REQUEST ONLY: If this is not the first year for this project, what have you learned from past evaluations, and what difference have you made? Use numbers and percentages if possible. (Max: 50 words)	We have learned there is a huge interest in the program among Spanish speaking parents. We also learned that partnerships with churches may be an effective way to reach parents.
7. OPERATING REQUEST ONLY: What have you learned from past evaluations that demonstrates the difference you are making in the Valley? Use numbers and percentages if possible. (Max: 50 words)	NA

Budget, Finance and Sustainability

What are you doing to ensure that your organization is sustained over time? (Max: 75 words)

Gunnison County is a government entity and is primarily funded through tax dollars. The Public Health Division in the Department of Health and Human Services that houses NPP is primarily funded through federal, state, and private grants

If the project will continue over time, how do you plan to sustain it? (Max: 75 words)

The project has been mainly funded for several years through the Temple Hoyne Buell Foundation. We are currently in a 2 year contract with THB, with 1.5 years left. Other funding opportunities are constantly explored though none have been a true fit for NPP.

Does your budget clearly identify all in-kind contributions to the organization or project? No

If your budget does not clearly identify in-kind contributions, please describe (and quantify the value(s) to the best of your ability) in the space provided.

Examples may include office space, utilities, phones, Internet, and payroll, volunteer staff, pro bono consulting, etc.

We used an estimate of 10% of project costs to estimate in kind from Gunnison County. It is difficult to estimate actual costs to Gunnison County for housing the program.

FINANCIAL SUMMARY

Please recall that 'group' refers to: a standalone 501(c)(3); the sponsoree under fiscal sponsorship; the department/program of the County, Library District, Western or RE1-J. Don't hesitate to call CFGV and clarify.

It's tough to find terminology that 'fits' for each of our different applicant types. Thank you for bearing with us!

# of group's full-time, year-round employees	0
# of group's part-time employees, if applicable	3
# of group's seasonal employees, if applicable	0
In what year was your group founded?	2007

For your current fiscal year:

What is your group's total projected cash expense?	19064
What is your group's total projected cash income?	19064

For your most recently completed fiscal year:

What was your group's operating budget net profit or loss?	NA

For 501(c)(3) nonprofit applicants:

NA

How many months of operating reserve does your group have?

For County, Library District, School District, and WCU applicants:

Do you have a mechanism by which you can carry forward unexpended, non-designated funds into the next fiscal year, or build the equivalent of a reserve fund? Example: a program at Western may be able to build a companion fund at the University Foundation; or an agency may be given "roll forward" authority. Please describe. (Max: 50 words)

If allowed by the grantor or funder, the unexpended funds are put into reserves for the Nurturing Parenting Program and recognized as revenue when it is needed.

In the last three (3) years, has your group had an audit or an outside financial review?	Yes
If yes, which one - an audit or an outside financial review?	2015 Gunnison County Audit
Did your group file an IRS Form 990 for the year 2017?	No

If you filed an IRS Form 990 for 2017, please refer to page ten (10), “Functional Expenses”, to fill in the following information. If your group doesn’t file IRS Form 990s, please calculate the following numbers from your 2017 financials.

A: Total Expenses	(No response)
B: Program service expenses	(No response)
C: Management and general expenses	(No response)
D: Fundraising expenses	(No response)

Does your group own a building or any other real estate?	No

How much debt does your group have? Please explain. (Max: 50 word)

NA

If there is something that might distort your financials to an outside reviewer (such as a significant apparent loss last year, significant accounts receivable, a one-time gift or expense, a significant jump in anticipated income for the next year, uneven cash flow for seasonal reasons, etc.), please explain. In particular, if your income was significantly lower than expected last year, or is expected to be significantly higher than last year, identify your fundraising strategies. (Max: 75 words)

We receive our THB funding in September of each year.
The fall NPP class was delayed in 2018 due to staff turn-over, so most expenses related to the THB grant happened in 2019, rather than a quarter of expenses occurring in 2018 as expected.

Please describe how your financial policies and procedures address your internal separation of duties in general, and, if applicable, how cash is handled. (Max: 50 words)

Cash and checks are receipted at the time of collection from clients. Then submitted to HHS administrative staff who make sure that a receipted has been completed. The cash and check are then submitted to finance who enter them into the general ledger. Lastly, they go to the treasurer.

Provide a brief description of how your board is financially literate and accountable. (Max: 50 words)

Examples include: a regular training session about reading financial statements for the full board; the finance committee meeting regularly with the Executive Director and reporting back to the full board.

The Board participates in annual budget development to include adoption of the final document, requiring understanding of appropriation of revenues and available fund balance to cover anticipated expenditures, and reviews and accepts the annual audit report. The County Manager reviews monthly financial reports and keeps the Board appraised as necessary.

Governance

Describe in two sentences how your organization is governed. (If government applicants use an advisory committee to guide their planning and programming, use this section to describe their role).

Gunnison County is governed by the Board of County Commissioners, three elected officials that serve four year terms.

In addition:

How often does your board or advisory committee meet?	weekly
Do you have a formal process for identifying and choosing new board/advisory committee members?	Yes
Do you have a strategic plan? (Government and quasi-government applicants should respond in terms of their specific program, not that of the entire entity).	No
Do you have whistleblower and document retention policies adopted by the board (per Sarbanes-Oxley Law)?	Yes
Do you have a Conflict of Interest policy adopted by the board or advisory committee?	Yes

Volunteers

How do you intend to collaborate with other community entities in the year ahead? Please explain. In the event that collaboration is not relevant to your project idea, write "Does not apply". If your mission appears to be very similar to that of other nonprofits in the Valley, describe how you acknowledge and/or work with them. (Max: 75 words)

NPP collaborates with all programs in the county government and many in the community that intersect with families including Family Advocacy Support Team, Colorado's Temporary Assistance Program for Needy Families, Gunnison/Hinsdale Early Childhood Council, Gunnison County Substance Abuse Prevention Program, school district, DHHS case workers, Women Infants and Children, Nurse Family Partnership, and Gunnison Valley Mentors. We work with these county programs and community entities to help reach and refer families to NPP.

How do you identify, engage, train and reward volunteers? (Max: 75 words)

On occasion for NPP we will invite experts in the fields of child health, nutrition, and development to volunteer their time to present at a session.

How many volunteers does your agency have? 0-5

How many volunteers will be involved in your project? 3

If you do not know the specific number, please estimate. If this does not apply to you, please write 'not applicable'.

Past Grant Feedback

In 2018, CFGV provided written feedback to each applicant. Grant review panelists have access to the written feedback you received. If there were concerns, please describe how you addressed them, or explain why that concern was not addressed. If there were no concerns, or if you did not apply in 2018, write "does not apply." (Max: 75 words)

There was a suggestion for strategic planning for NPP. The Early Childhood Council has held stakeholder meetings on parenting supports and has a related strategic plan. Spanish parenting support was identified through this process. In addition there may be strategic planning in the future for services for Spanish speaking residents. Gunnison County provides fiscal management and other in kind support for NPP.

Gunnison County NPP Spanish Project 2019-2020 Budget

Income			Budget	Actual
Community Foundation of the Gunnison Valley		July 1 2019 – April 30th, 2020	$2,829	
Temple Hoyne Buell		September 1 2019 – August 31 2020	$2,829	
PERSONNEL Expenses				
1 Coordinator	55 hrs planning, coordinating, helping out during training, grant reports	$22.75/hr	$1,251	
1 Parent Facilitator	55hrs. outreach, planning, facilitating trainings	$22.25/hr	$1,224	
1 Child Facilitator	11 session's x 4hrs. = 44hrs.	$14.85/hr	$653	
1 Child care helper	11 classes	$25/session x 11 = $275	$275	
TOTAL PERSONNEL Expenses			**$3,403**	
Operating Supplies	Books, copies, craft supplies	$15/book x 10 parents x 2 = $300 $20/class x 11 = $165	$465	
Meeting Food		$150 x 11	$1650	
Advertising	Social media advertising (Health and Human Services Facebook page and Multicultural Resource Services Facebook Page)		$40	
Brochure and Ad Translation/Printing	Printing of brochures and fliers	printing costs	$100	
TOTAL Operating Expenses			**$2,255**	
TOTAL Operating and Personnel Expenses			**$5,658**	
IN-KIND				

Space Rental	3hrs x $25hr. x 11 sessions x 2 rooms	$25 hr	**($1650)**	
Administrative and fiscal management costs, supervisor time, office space, phone, computer, printer.	10% of total operating budget = $566/ year		**($566)**	
Total In-Kind			**($2,216)**	
TOTAL Program Cost with In-Kind			**$7,874**	

If we do not receive the requested amount from the Community Foundation of the Gunnison Valley we will use reserve funding to provide the Spanish NPP classes and we may have to reduce the number of classes offered or the number of participants who can enroll.

Session 1: 4 Classes to complete the 7 that were started in the spring of 2019

Session 2: 7 Classes

Total: 11 Classes